

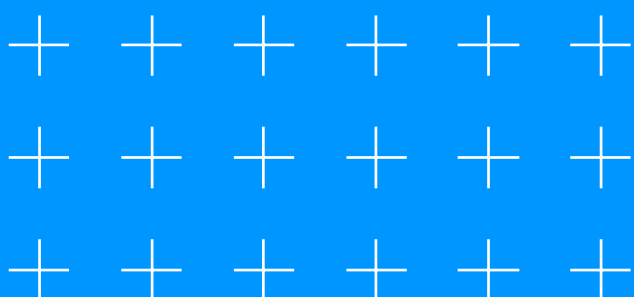
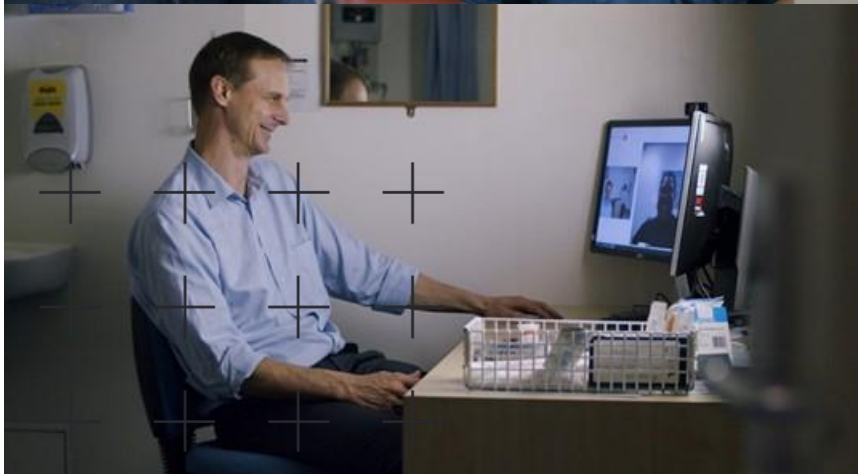


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital Team**



Position Description

**Payroll Officer – The Royal Melbourne
Hospital**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.

- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

- Ensuring the operational aspects of payroll processing and associated activities are accurate, are delivered within appropriate timeframes and comply with relevant legislation.
- Actively participating in the daily workload in the RMH Payroll.
- Processing timesheets in accordance with awards, Enterprise Agreements (EA's) and payroll procedures.
- Processing RosterOn in accordance with awards, Enterprise Agreements (EA's) and payroll procedures.
- Undertaking timesheet and data verification checks, including manual checking, and exception or error checking as required.
- Ensuring that the applicable checklists are completed and approved.
- Processing overpayments and follow up investigation as required.
- End to end processing of employee masterfile requests.
- Processing terminations and issuing Certificates of Service.
- Leave administration.
- Preparing retrospective pay adjustments including pay increase adjustments.
- Second tier support and management of escalated payroll queries.
- Processing salary variations and adjustments.
- Resolving difficult enquiries and assisting in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
- Contributing and demonstrating support for process improvement strategies.
- Supporting payroll projects as required e.g., Parental Leave, WorkCover, pilots, etc.
- Undertaking other duties within the realm of payroll processing as directed by the Payroll Co-ordinator.
- Supporting training of less experienced Payroll Officers.
- Ensuring payroll records are maintained in accordance with established Pay Office procedures.
- Assisting with reconciliation and forwarding of off-cycle reports to Finance for transfer of salaries to employee accounts.
- Complying with Health Service policies, rules, and regulations.
- Participating in Quality Improvement activities as required.

- Attending to payroll enquiries either by telephone, email, or face to face in a courteous and timely manner.
- Maintaining confidentiality of all personnel and payroll documents and ensuring that any information obtained during the course of employment is kept confidential and is used only for the performance of normal payroll functions.

Internal

- Peers and management across all Health Services for (but not limited to) People and Culture, Medical Workforce and Shared Financial Services
- Employees and Stakeholders for all departments across all Health Services

- Australian Taxation Office (A.T.O.)
- Salary Packaging Providers
- Centrelink
- Child Support Australia

Formal Qualifications

- Not mandatory

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- End to end payroll experience
- Sound numeracy skills, attention to detail and accuracy
- Experience within a large team environment with shared services responsibilities
- Intermediate computer skills
- Competency with Microsoft products
- Ability to work in a semi-autonomous manner
- Proven ability to communicate, both verbally and in writing, in a clear and concise manner
- Customer Service experience

Desirable:

- Prior experience in the Public Health Sector
- General knowledge of Public Health agreements
- Experience using SAP payroll system
- Knowledge of Time and Attendance systems

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**

As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- **First Nations Commitment**

We acknowledge and pay respect to the Traditional Owners of the lands on which we work, and we stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are dedicated to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination.

- **Child Safe Standards**

RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- **Equal Opportunity and Accessibility**

We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- **Thriving Together**

Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

- I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature _____

Employee Name (please print) _____ Date _____